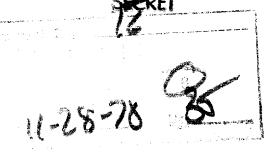
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MEMORANDAN FOR: Deputy Director (Intelligence)

SUBJECT : Report on Overtime Worked and Lauve Taken

- 1. Two summaries of overtime worked and leave taken by employees in the Intelligence Area by offices are attached for the periods 27 September 1953 through 2 January 1954 and from 3 January 1954 through 27 Heren 1954. These summaries, which reflect the average employment, are based upon the average number of hours per employee per pay period for each of the categories reflected in the heading of the table. This scientile is similar to those forwarded to you in Jane and August of last year. These prior schedules also covered periods of syproxicately three months each.
- 2. There is also attached a chart reflecting the number of CIA paid employees as compared to the overtime worked and the leave taken during the periods govered in the summaries. A similar chart for the intelligence Area is attached for comparative purposes.
- 3. Attached also are capies of manuries, one for cach pay period which firmish a complete picture of overtime and leave records for your immediate office during the entire period from 27 September 1953 through 27 March 1954. The verious columns of these tabulations reflect (a) the total regular hours worked during the pay period, (b) the total manber of employers raid, together with the number of hours of (a) night differential (if any) paid for, (d) overtime worked, (e) holiday time worked (f) amount leave taken, and (g) sick leave taken. The last column issientes the allotsent account. The figures in the lower right-hand corner of the tabulation are the dates involved in each individual payroll. In addition, s listing of the loave taken by the individuals in your innediste office for the pay periods from 22 Movember 1953 through 5 December 1953 and 28 Pebruary 1954 through 13 March 1954 is etteched. This latter listing is provided as an example of typical pay periods and does not imply any question concerning legre taken or overtime worked by any individual. Similar information to the above has been furnished to each of the senior staffs and area divisions in your area.

- to be connection with all of these tabulations it must be become in mind that overtime is not reported by amployees in grades CS-15 and above and in many instances in the higher grades below CS-15 even though these employees are included in the average that her of employees in the tabulation. Thus, the averages for overtime and holiday time are understated by the amount of time contributed by these individuals.
- closer attention is being given to sutherising overtime work in in many offices. It is, of course, difficult to evaluate the effect of this additional explants on overtime worked. It is true, however, that substantial reductions of costs of overtime in the Agency have occurred in the course of the past year and a helf.
- perticularly important that overtime practices be watched closely nince additional funds are not available to finance overtime but must be absorbed within regular allocations. It appears that funds will be short during the finnal year 1975 and that, as operations expend, greater attention must be given to reducing costs, including those for evertime.
- This information is mimitted to you for such possible use as you may wish to make of it in considering the sufficiention of overtime in the organizational units under your jurisdiction.

L. E. WIRE Deputy Director (Administration)

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